

Prepaid Legal Service Plan Seller

Online Registration Procedures
For First Time Registrants

Navigating to the Online Application

The first step to register as a Prepaid Legal Service Plan Seller in Virginia is to access the login page of the online application (<http://www.vdacs.virginia.gov/food-prepaid-legal-service-plan-sellers.shtml>).

Once on the Prepaid Legal Service Plan Sellers webpage, **click** on the link for the online application:

The screenshot displays the Virginia Department of Agriculture and Consumer Services (VDACS) website. The header includes the VDACS logo and navigation links: ABOUT VDACS, JOBS, SERVICES/FORMS, MEDIA, EMPLOYEE, CONTACT, and SEARCH. Below the header is a breadcrumb trail: Home / Food, Food Safety & Consumer Protection / Prepaid Legal Service Plan Sellers. The main content area is divided into two columns. The left column contains a 'MENU' with links to ABOUT VDACS, ANIMALS, CONSERVATION & ENVIRONMENTAL, EDUCATION, FOOD, FOOD SAFETY & CONSUMER PROTECTION, Charitable Gaming, Charitable Solicitation, Credit Services Businesses, Dairy & Foods, and Extended Service Contract Providers. The right column is titled 'PREPAID LEGAL SERVICE PLAN SELLERS' and contains text about the Office of Charitable and Regulatory Programs (OCRCP) and a link to the 'Legal Service Plan Seller Registration Search'. Below this text is a section titled 'Registration' with a list of links: 'LSP Online Application' (highlighted with a red arrow), 'For initial registrations, you will be required to create an account using your unique email (shared emails cannot be used). If you are renewing your registration, you will login to your account using the email you used to register with your password. If you cannot remember your password, request a new password and follow the instructions once your temporary password has been received.', 'Once you have accessed your account, you will notice several records (if renewing). Please be sure to identify your most recent record (located last in the list) and choose the renewal option.', and 'Protecting Your Personal Information'.

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

ABOUT VDACS ▾ JOBS SERVICES/FORMS MEDIA ▾ EMPLOYEE ▾ CONTACT SEARCH

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MENU

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- ANIMALS
- CONSERVATION & ENVIRONMENTAL
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- FOOD, FOOD SAFETY & CONSUMER PROTECTION
 - Charitable Gaming
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 - Credit Services Businesses
 - Dairy & Foods
 - Extended Service Contract Providers

PREPAID LEGAL SERVICE PLAN SELLERS

The Office of Charitable and Regulatory Programs (OCRCP) is responsible for administration of the **Virginia Prepaid Legal Services Plan Act**.


Use the **Legal Service Plan Seller Registration Search** to verify if a seller of prepaid legal service plans is registered with OCRCP.


Registration

- LSP Online Application** (indicated by a red arrow)
- For initial registrations, you will be required to create an account using your unique email (shared emails cannot be used). If you are renewing your registration, you will login to your account using the email you used to register with your password. If you cannot remember your password, request a new password and follow the instructions once your temporary password has been received.
- Once you have accessed your account, you will notice several records (if renewing). Please be sure to identify your most recent record (located last in the list) and choose the renewal option.
- Protecting Your Personal Information

As a first time registrant, you need to click on “[Create your individual VDACS Online Account](#)”

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 **Virginia**
Department of **Agriculture and Consumer Services**



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Log On to access Prepaid Legal Service Plan Sellers Online Registration

Don't have a VDACS Online Account? [Create your individual VDACS Online Account](#).

Please enter your email address and password into the fields below to log on.

Log On

Email Address:

Password:

Log On

Forgot your password? [Request a temporary password](#).

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On this page you will enter information for each block. **Please note:** the system does not recognize special characters; **use only punctuation marks (! ? ; : - _ , .)** when creating your password. Use all required elements, but make the password easy for you to remember as you will be required to log back into your account to print your certificate, when issued, as well as to renew your registration. Once all blocks have been completed, click on “**Create my VDACS Online Account** (bottom right).

Create my individual VDACS Online Account

Please use the form below to create a new VDACS Online Account.

• indicates required fields

VDACS Online Account Information

- Email Address:
- Password:
Your password is case-sensitive and must have at least:
 - 8 characters minimum
 - 1 uppercase letter (A-Z)
 - 1 lowercase letter (a-z)
 - 1 digit (0-9)
 - 1 punctuation or special character such as ? , . @ _ + = \$ *
- Confirm Password:
- First Name:
- Last Name:
- Phone Number:

[Cancel](#)

[Create my VDACS Online Account](#)

*An example of an acceptable password that contains all required elements is:
2019LSP:done

Items to note regarding accessing your account:

- Once you create your password, we recommend you write it down somewhere safe where you can easily access it again. Be sure to write it down exactly as you've entered it when creating your account, as the password is case-sensitive. You will need to log back in to your account to print your certificate once the registration has been approved and issued.
- Too many unsuccessful logins will result in your account being locked. We cannot unlock your account – you will have to wait for the 30 minute time period to expire. The lock will occur every time you attempt to login incorrectly after the first lockout, so be careful when you enter your password.
- If you need to create a new password, please review our tutorial on Password Changes prior to requesting the new password. While you can request a temporary password anytime, with no restriction to the number of requests, **you can only change your password once in a 24 hour period.**

The first page of the application is self explained. Be sure to enter the information required for every box indicated with a * - these boxes are required and the application will not allow you to move forward until they are completed. Once all boxes have been completed, click on “**Next.**”

Applicant Information » Compliance » Payment Information » Comments » Preview

- indicates required fields

Your Full Name
Note: Please provide your complete legal name. If you do not have middle name or suffix, please check the appropriate check boxes.

- First Name:
- Middle Name:
☐ I do not have a middle name.
- Last Name:
- Suffix:
☐ I do not have a suffix.

Physical Address

- Physical Street Address:
- City:
- State:
- Zip Code:

Mailing Address
If same as physical address, check here ☐

- Mailing Address:
- City:
- State:
- Zip Code:

Contact Information

- Daytime Telephone No.:
- Secondary Telephone No.:

CloseQuit

Next >>



Page 2 of the application is shown below. You are required to answer all of the compliance questions.

Question 1 asks for the Legal Services Organization (LSO) on whose behalf you will sell legal services plans. If your LSO is not listed, you will need to contact this office before you will be able to proceed. Click on the box to the left of the name of your LSO.

Applicant Information » **Compliance** » Payment Information » Comments » Preview

Statutory Compliance

1) Select the Legal Services Organization(s) on whose behalf you will sell legal services plans in Virginia.

If the name of your Legal Services Organization is not included in this list, please contact Rana Clegg at: (804) 371-0511 or via email at rana.clegg@vdacs.virginia.gov.

- ☐ Legal Resources of Virginia., Inc. (29558)
- ☐ -- Legal Resources Master Plan c/o Legal Resources of Hampton Roads, Inc. (29558)
- ☐ Legal Service Plans of Virginia, Inc. (29557)
- ☐ -- LegalShield (29557)
- ☐ -- Pre-Paid Legal Services, Inc. (29557)
- ☐ United Legal Benefits of Virginia, Inc. (29561)
- ☐ US Law Shield of Virginia, Inc. (29559)
- ☐ US Legal Plans, Inc. (29560)

2) Are you an independent associate **directly** affiliated with the above Legal Services Organization(s)?

Yes ☒ No ☐

3) If working for an agency, do you have any ownership interest in the agency that you identified above?

Yes ☐ No ☒

NOTE: If you answered "Yes" for Question 2, then your answer will be "No" for Question 3.

Close Quit

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Question 2 asks if you are working directly with the LSO. You must click either “Yes” or “No.” If you click “Yes” you can proceed to Question 3.

Applicant Information » **Compliance** » Payment Information » Comments » Preview

Statutory Compliance

1) Select the Legal Services Organization(s) on whose behalf you will sell legal services plans in Virginia.

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- ☐ -- Legal Resources Master Plan c/o Legal Resources of Hampton Roads, Inc. (29558)
- ☐ Legal Service Plans of Virginia, Inc. (29557)
- ☒ -- LegalShield (29557)
- ☐ -- Pre-Paid Legal Services, Inc. (29557)
- ☐ United Legal Benefits of Virginia, Inc. (29561)
- ☐ US Law Shield of Virginia, Inc. (29559)
- ☐ US Legal Plans, Inc. (29560)



2) Are you an independent associate **directly** affiliated with the above Legal Services Organization(s)?

Yes ☐ No ☒

3) If working for an agency, do you have any ownership interest in the agency that you identified above?

Yes ☐ No ☒

NOTE: If you answered "Yes" for Question 2, then your answer will be "No" for Question 3.

Close Quit

Next >>

If your response to Question 2 is “Yes” your response to Question 3 will be “No” Click
“No” then click on “Next”

Applicant Information » **Compliance** » Payment Information » Comments » Preview

Statutory Compliance

1) Select the Legal Services Organization(s) on whose behalf you will sell legal services plans in Virginia.

If the name of your Legal Services Organization is not included in this list, please contact Rana Clegg at: (804) 371-0511 or via email at rana.clegg@vdacs.virginia.gov.

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- ☐ -- Legal Resources Master Plan c/o Legal Resources of Hampton Roads, Inc. (29558)
- ☐ Legal Service Plans of Virginia, Inc. (29557)
- ☒ -- LegalShield (29557)
- ☐ -- Pre-Paid Legal Services, Inc. (29557)
- ☐ United Legal Benefits of Virginia, Inc. (29561)
- ☐ US Law Shield of Virginia, Inc. (29559)
- ☐ US Legal Plans, Inc. (29560)

2) Are you an independent associate **directly** affiliated with the above Legal Services Organization(s)? Yes ☒ No ☐

3) If working for an agency, do you have any ownership interest in the agency that you identified above? Yes ☐ No ☒

NOTE: If you answered "Yes" for Question 2, then your answer will be "No" for Question 3.

Close Quit

Next >>

If your response to Question 2 is “**No**” (Example: you are an agent selling plans through Primerica), **you will need to type in the Name of the agency you are working through as well as the complete address of the agency.** Please use the format in the example.

Applicant Information » **Compliance** » Payment Information » Comments » Preview

Statutory Compliance


1) Select the Legal Services Organization(s) on whose behalf you will sell legal services plans in Virginia.

If the name of your Legal Services Organization is not included in this list, please contact Rana Clegg at: (804) 371-0511 or via email at rana.clegg@vdacs.virginia.gov.

- ☐ Legal Resources of Virginia., Inc. (29558)
- ☐ -- Legal Resources Master Plan c/o Legal Resources of Hampton Roads, Inc. (29558)
- ☐ Legal Service Plans of Virginia, Inc. (29557)
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- ☐ United Legal Benefits of Virginia, Inc. (29561)
- ☐ US Law Shield of Virginia, Inc. (29559)
- ☐ US Legal Plans, Inc. (29560)

2) Are you an independent associate **directly** affiliated with the above Legal Services Organization(s)? Yes ☐ No ☒

Please provide the Name and Address of the agency through which you represent the above Legal Services Organization(s), using the following format:
LSP Agency
100 Main Street
Anytown, VA 22222



You have 4,000 characters left.

3) If working for an agency, do you have any ownership interest in the agency that you identified above? Yes ☐ No ☒

NOTE: If you answered "Yes" for Question 2, then your answer will be "No" for Question 3.

If your response to Question 2 is “**No**” and you are a part owner of the agency through which you will sell legal services plans, you must answer “**Yes**” for Question 3 and **indicate your percentage of ownership interest in the Agency**. Click “**Next**” to proceed.

2) Are you an independent associate **directly** affiliated with the above Legal Services Organization(s)?

Yes ☐ No ☒

Please provide the Name and Address of the agency through which you represent the above Legal Services Organization(s), using the following format.:

LSP Agency
100 Main Street
Anytown, VA 22222

LSP Agency
123 Main Street
Anytown, VA 23219

You have 3,956 characters left.

3) If working for an agency, do you have any ownership interest in the agency that you identified above?

Yes ☒ No ☐

NOTE: If you answered "Yes" for Question 2, then your answer will be "No" for Question 3.

Please indicate the percentage of your ownership interest in the agency:

25%

You have 3,997 characters left.

Close Quit

Next >>

Page 3 of the application is the payment page. On this page you must:

1. Enter the name as shown on the credit/debit card you are using.
2. Enter the billing address associated with the card you are using.
3. Indicate which type of card you are using by clicking on the button for the type of card you are using.
4. Enter the credit/debit card number (numbers only – no dashes or spaces)
5. Enter the card's expiration date month and year using the dropdowns
6. Enter the Card Verification Value (CVV) – found on the back on the card.
7. Click "Next"

Applicant Information » Compliance » **Payment Information** » Comments » Preview

• indicates required fields

Credit Card Information

• Name as shown on card:



• Billing Address:

• City:

• State:


• Zip Code:

Amount to be Paid: \$50.00

• Credit Card Type: ☐  ☐ 

• Credit Card Number:

• Card Expiration Date :



3 Digit Card Verification Number **456**

• CVV (Card Verification Value):

Close Quit

Next >>

Summary Page

After successfully submitting your payment information you will be taken to the page below. You must review the information on the page, and if it is correct, then **check the box** in the bottom left corner of the page, and **click** “Submit.”

Prepaid Legal Service Plan Sellers

Prepaid Legal Service Plan Seller

https://oars.va-vdacs.com/IndReg/Preview/70231

Apps InSite - VDACS Age... Records Manage... Welcome to the Vir... LIS > Bill Tracking >...

Compliance

1) Select the Legal Services Organization(s) on whose behalf you will sell legal services plans in Virginia. -- LegalShield (29557)

If the name of your Legal Services Organization is not included in this list, please contact Rana Clegg at: (804) 371-0011 or via email at rana.clegg@vdacs.virginia.gov.

2) Are you an independent associate **directly** affiliated with the above Legal Services Organization(s)? **Yes**

3) If working for an agency, do you have any ownership interest in the agency that you identified above? **No**

NOTE: If you answered "Yes" for Question 2, then your answer will be "No" for Question 3.

Credit Card Information

Payment Confirmation Number: 996658

Name as shown on card: [REDACTED]

Billing Address: [REDACTED]

Amount to be Paid: \$75.00

Credit Card Type: VISA

Credit Card Number: [REDACTED]

Card Expiration Date: 1 / 2023

Comments

added LegalShield as organization

Terms and Conditions

Once submitted, your registration will be reviewed in the order in which it was received. We strive to have registrations reviewed within three (3) business days; however, during periods of high submissions, it may take a few days longer. You will be contacted if more information is needed in order to process your registration. You will receive an email once your registration has been issued.

☒ By checking this box, you are acknowledging that you have read and agreed to comply with these above Terms and Conditions.

Quit **Submit**

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9:57 AM 3/15/2019


CONFIRMATION OF SUBMISSION EMAIL

Once you have submitted your registration application, you will receive the email below. **NOTE:** this email is to advise the registration application was submitted successfully – this is **NOT** notification that the registration was issued.

-
- Dear <Name>:
 - Thank you for submitting your LSP registration application and payment. To view your application status, log on to our online registration website at <https://oars.vdacs.com/Account/logon?Prog=LSP>
 - **PLEASE NOTE - your registration has not yet been issued.** Upon completion of the review process, you will receive an email advising of the issuance of the registration as well as information for printing your certificate.
 - **PLEASE DO NOT REPLY TO THIS EMAIL, AS THIS IS AN UNMONITORED EMAIL BOX.** If you have any questions regarding the online registration website, please do not hesitate to contact me directly by using the contact information listed below. **IF I AM UNABLE TO RESPONSE TO YOU IMMEDIATELY, PLEASE SEND AN EMAIL OR LEAVE A VOICEMAIL MESSAGE WITH YOUR SPECIFIC QUESTION AND I OR ANOTHER TEAM MEMBER WILL RESPONSE TO YOU WITHIN 24 HOURS DURING NORMAL BUSINESS HOURS.**
 - Sincerely,
 - Rana Clegg
 - Regulatory Programs
 - Virginia Department of Agriculture and Consumer Services
 - Office of Charitable and Regulatory Programs
 - rana.clegg@vdacs.virginia.gov
 - (804) 371-0511

NOTICE OF ISSUED REGISTRATION

You will receive an email (below) when your registration has been issued. Please follow the directions in the email to login to your account to print your certificate (**the certificate is not automatically sent to you or your LSO – you must print it out and email it yourself**).

-
- Dear <Name>:
 - Your Certificate of Registration has been issued, effective from <issue date> to <June 30, 2020.
 - You may print your certificate of registration online by logging into your account using the following link: <https://oars.va-vdacs.com/Account/logon?Prog=LSP>. 
 - **PLEASE DO NOT REPLY TO THIS EMAIL, AS THIS IS AN UNMONITORED EMAIL BOX.** If you have any questions regarding the online registration website, please do not hesitate to contact me directly by using the contact information listed below. **IF I AM UNABLE TO RESPONSE TO YOU IMMEDIATELY, PLEASE SEND AN EMAIL OR LEAVE A VOICEMAIL MESSAGE WITH YOUR SPECIFIC QUESTION AND I OR ANOTHER TEAM MEMBER WILL RESPONSE TO YOU WITHIN 24 HOURS DURING NORMAL BUSINESS HOURS.**
 - Sincerely,
 - Rana Clegg,
 - Regulatory Programs
 - Virginia Department of Agriculture and Consumer Services
 - Office of Charitable and Regulatory Programs
 - rana.clegg@vdacs.virginia.gov
 - (804) 371-0511

Printing Your Certificate

To print your certificate, you must login to your account. When your main page appears, locate your most current record (expires 6/30/2020) and click on the “**Print Certificate**” button.

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Welcome [REDACTED] | [Log Off](#)

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- Regulatory Services
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- Special Programs and Quick Links
- Charitable Gaming
- Social Media
 -
 -

Online Registration Main Page - Prepaid Legal Service Plan Sellers

My Individual Applications

Record#	Type	Status	Registration	New/Renew	Revised	Amended	Effective	Expires
[REDACTED]	Prepaid Legal Service Plan Seller Registration	Issued	[REDACTED]	Renewal	Revised		03/15/2019	06/30/2019

[View](#) [Amend](#) [Print Certificate](#)

My Active Programs

- [Prepaid Legal Service Plan Sellers](#) Office of Charitable & Regulatory Programs (OCRP)

[Participate in other VDACS Online Programs](#)

My Profile

[Change Password](#)
[Update Account Information](#)

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